

# Instructions for Submitting FSWT form in HRMS

Access OAS and log-in as usual

Type HRMS on the “screen” line at the bottom of the screen, hit **ENTER**

Type **FSWT** on the “screen” line, hit **ENTER**

Once in **FSWT** screen, type **NEW** in “action” field

Tab over to “REQ #” field and enter departmental requisition number used for tracking. (usually is composed of two letters and four numbers – ie. RR 2000)

The next field to complete is the ORG ID field, hit F1 for help and find your department organization code.

Repeat these steps for each field until the form is complete and every field is filled.

Once all the fields are populated, hit **ENTER**

HRMS should assign a system generated FORM # (i.e. 06 748).

This should take the cursor back to the “action” field. Type in **SUB** and hit **ENTER** to submit the form.

OAS - Entire Connection Terminal

Session Edit View Utilities Help

05/31/06 SOUTHWEST TEMPS 17:25:02

Action: Form #: Status:  
EFF: 05 31 06 REQ #: SWTP ID:

Request Org ID: Request By: Hours:  
Phone Number: Request Start: Account %  
Request End: Supervisor Name: Total:  
Super Phone/Fax: Location: Mail Code:  
Type Position: Justification: 1 more >

----- FORM ----- HRMS -- FSWT -----  
SCREEN: APPL: FF 1-HELP 2-NEXT 3-EXIT 4-QUIT 5-MEMO 6-PROB  
DATA: 7-SEARCH 8-DELETE 9-PREV 10-LEFT 11-RIGHT 12-QUIT  
4AD ^ 04,010

Ready NUM LINS